

Course Name : **MASTERING EXCEL: DATA ANALYSIS & MODELING**
Duration : **3 Days (Physical Classroom / Virtual Live Instructor)**
Skill Level : **Beginner**

COURSE DESCRIPTION:

Enhance your data analysis proficiency with our Excel Data Analysis course, designed to elevate your skills in managing and interpreting extensive datasets. Acquire the knowledge and expertise to construct intricate spreadsheets, conduct What-If analyses, employ advanced functions, manipulate PivotTables for in-depth data scrutiny, and utilize Excel's advanced features for more refined and impactful business decision-making.

Throughout this Excel data analysis course, you will master advanced techniques to craft sophisticated spreadsheets. Explore the intricacies of "What-If" analyses, harness powerful features, and apply functions to extract meaningful insights. Dive into the art of manipulating PivotTables to efficiently analyze vast datasets, enabling you to present compelling results for informed business decisions related to planning and budgeting. Additionally, discover automation processes and techniques to enhance the efficiency of your worksheet models, ensuring a comprehensive skill set for effective data analysis in Excel.

WHAT WILL YOU LEARN?

In this Excel Data Analysis course, you'll learn advanced techniques to build intricate spreadsheets, conduct impactful What-If analyses, manipulate PivotTables for in-depth data scrutiny, and apply functions for meaningful insights. Acquire the skills to make informed business decisions through refined data presentation, while also mastering automation processes to enhance worksheet models. Elevate your proficiency in Excel for more sophisticated and efficient data analysis.

PREREQUISITE:

Beginners. No programming/data analysis knowledge required.

METHODOLOGY:

This program will be conducted with interactive lectures, PowerPoint presentations, discussions, and practical exercises. This course can be conducted as instructor-led (ILT) or virtual instructor-led training (VILT).

JOB SCOPE:

Upon completion of this course, candidates may pursue the following career paths:

- Data Analyst/ Business Analyst
- Financial Analyst
- Operations Analyst
- Management Consultant
- Project Manager
- Marketing Analyst
- Research Analyst
- Entrepreneur/Small Business Owner:

MODULE 1: TROUBLESHOOTING AND ENHANCING PROFESSIONAL WORKBOOKS

- Welcome
- Deciphering and correcting functions for data integrity
- Accurately interpreting calculations
- Implementing Names to enhance your workbook model
- Monitoring KPIs (key performance indicators) using conditional formatting

MODULE 2: ANALYZING DATA WITH FUNCTIONS

- Summarizing business data with functions
- Identifying the correct statistical function to aid analysis
- Applying basic financial functions
- Differentiating serial dates and date presentations
- Calculating the number of working days
- Controlling calculations and nested formulas
- Interpreting data variations with the IF function
- Streamlining calculations with referencing
- Developing nested functions for multiple conditions
- Capturing information with lookup functions
- Applying techniques to implement and troubleshoot nested calculations

MODULE 3: OPTIMIZING WORKBOOK MODELS WITH "WHAT-IF" ANALYSIS

- Planning for contingencies
- Managing variables in worksheets with Scenarios
- Comparing and contrasting different data sets with Scenarios reports
- Quantifying variables in a workbook model
- Determining the magnitude of a variable with Goal Seek to achieve an end value
- Calculating the optimum variable values in a worksheet model with Solver

MODULE 4: SUMMARIZING BUSINESS INFORMATION

- Organizing workbooks and links
- Arranging multiple workbooks with Workspaces
- Managing external links
- Consolidating ranges
- Building 3D formulas to analyze worksheet data
- Summarizing multiple sources of Excel information into one worksheet

MODULE 5: FORMULATING DECISIONS FROM DATABASE INFORMATION

- Distilling data sets for data analysis
- Defining the architecture of an Excel data set
- Managing multiple data sets on a single worksheet with the Table feature
- Extracting unique lists of records from an Excel data set with the Advanced Filter
- Analyzing data sets with filters and aggregation
- Interpreting and refining data with PivotTables
- Defining data summaries interactively
- Summarizing data sets with grouping and aggregation
- Comparing related totals dynamically
- Visualizing and exploring PivotTable reports
- Filtering details with Report Filters and Slicers
- Presenting PivotTable reports effectively with Pivot Charts
- Examining data patterns with Sparklines

MODULE 6: ENHANCING EXCEL USAGE WITH MACROS

- Automating repetitive tasks
- Simplifying complex tasks and reducing errors
- Bulletproofing routine editing and formatting
- Invoking macros with Form controls

CONCLUSION

- QA
- Useful References and Books
- Feedback